



VICTIM COMPENSATION AND GOVERNMENT CLAIMS BOARD

JOB OPPORTUNITY

OFFICE TECHNICIAN (TYPING)
ADMINISTRATION - EXECUTIVE OFFICE
PERMANENT/FULL-TIME
\$2,510.00 - \$3,050.00

SPECIAL CHARACTERISTICS AND/OR INTERPERSONAL SKILLS:

It is expected the incumbent will apply a high level of discretion, sensitivity, good judgment and professionalism while providing administrative support to staff in the Executive Office and its visitors.

POSITION SUMMARY:

Under general supervision of the Executive Officer (EO), the Office Technician (Typing) provides a wide variety of the most difficult administrative and clerical duties in support of the EO, the Chief Deputy Executive Officer (CDEO), Deputy Executive Officers (DEOs) of Administration, Victim Compensation Program and the Executive Assistant (Executive Staff). The incumbent must maintain general knowledge of the various units and functions within the Board, as well as the victim assistance services provided by other agencies.

ESSENTIAL FUNCTIONS:

- A large portion of this position requires answering phones for the Executive Staff. Responsible to screen and/or respond to sensitive incoming telephone inquiries as well as wide array of visitors including, but not limited to, victims, providers, the public and media requiring general knowledge of programs and policies; provide appropriate background material for reference to call.
- Applying the necessary knowledge and ability to use a personal computer, and requires a working knowledge of various software programs (i.e., Outlook, Word and Excel) the incumbent will provide support to executive level staff to arrange correspondence for Executive Staff's personal reply in order of priority with the appropriate background material attached for reference; maintain Executive Staff's working schedules and calendars; follows-up on projects and requests assigned to programs, as delegated by the Executive Staff; provides back-up assistance to the Executive Assistant; relieve the Executive Staff of routine office details and maintain confidential and administrative files. Coordinates, schedules and develops conferences for Executive staff. Independently gathers and summarizes data for inclusion in reports and memorandums; reviews outgoing correspondence prepared by other staff for consistency with administrative policies, format, grammatical construction and clerical error. Screens incoming correspondence and refers to appropriate staff person for reply; assign and track controlled correspondence from the Governor's Office, State and Consumer Services Agency, Legislators, providers, victims and claimants.
- Independently organizes and coordinates the general office functions to provide administrative support to various levels of executive staff. (i.e., Executive Officer, Chief Deputy Executive Officer, and Deputy Executive Officers)
- Provides back-up to the Executive Assistant.

WHO MAY APPLY:

Individuals currently at the OT(T) level or are eligible for appointment (*by way of transfer, list eligibility, or reinstatement*) to this classification. **In addition to their State application, candidates must submit a current resume and cover letter explaining their eligibility and their interest in this position. Applications will be screened and only the most qualified will be interviewed.**

SUBMIT APPLICATION TO:

Victims Compensation and Government Claims Board
Attn: Robin Jones/Human Resources Section
P.O. Box 48, Sacramento, CA 95812-0048
(916) 324-3252 (rjones1@vcgcb.ca.gov)

FINAL FILING DATE:
June 16, 2006

Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation. ****POSITION SUBJECT TO SROA AND RE-EMPLOYMENT LIST POLICIES AND PROCEDURES. ****
(*Training and development assignments may be considered for most positions.*)

California Relay Service: Voice line: 1-800-735-2922
TDD User: 1-800-735-2929

040-400-1139-00x